

**Aug. 22 - Sept. 1
2008**



Dear Potential Vendor,

The Michigan State Fair is the first State Fair in the Nation and will be held Friday, August 22nd - Monday, September 1st, including a Preview Day, Thursday, August 21st. We strive to improve our Fair yearly and know our patrons are always looking for new and exciting additions. With this in mind, we are currently looking for new Outdoor Specialty Food or Product Vendors.

Please look over our Application and General Information to see if our Fair is of interest to you. Also, if you know other vendors that may be interested please feel free to make copies of your paper work or direct them to our website www.michiganstatefair.com.

I hope you will consider participating. Please note the application due date, March 30th, has already passed. Please return the application A.S.A.P. in order to be considered. Should you have any questions or concerns please feel free to contact me at (313) 369-8310. I look forward to hearing from you.

Sincerely,

A handwritten signature in black ink that reads "Pat Boyer".

Pat Boyer
Fair Coordinator

2008 MICHIGAN STATE FAIR

Outdoor Exhibitor Space Application

AUGUST 22ND - SEPTEMBER 1ST

This application **does not** automatically reserve space and is only valid for the 2008 Michigan State Fair.

All questions, on both sides, must be answered completely before consideration can be given.

Please Note: One (1) application per location must be submitted.

Outdoor Rates are \$195.00 per Front Foot

Please Print Clearly

Name _____

Company _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Cell _____

E-Mail Address _____ Web Site _____

Michigan Sales Tax # _____ Onsite Supervisor _____

How long in business ____ yrs. ____ mos. Interested in Coupon(s) or Sponsorship: Yes ☐ No ☐

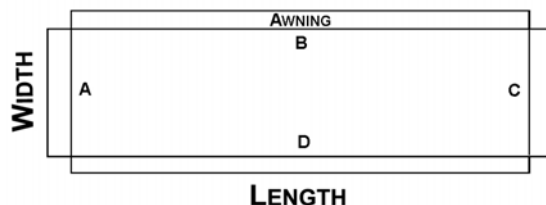
REFERENCES: List (2) recent fairs, festivals or shows you have played:

Event _____ Contact _____ Phone _____

Event _____ Contact _____ Phone _____

DIMENSIONS: Outside - (See overhead view drawing below)

CONCESSIONS TRAILER OVERHEAD VIEW



Selling Sides: A ☐ B ☐ C ☐ D ☐

Trailer Tongue Location: A ☐ C ☐ Is tongue removable: Yes ☐ No ☐

TOTAL SPACE REQUIRED: Front ____ Ft X Depth ____ Ft **Please include Awnings**

Wish to provide a seating area for customers: Yes ☐ If Yes, Size __ x __ No ☐ **Subject to approval**

PLEASE NOTE: Fair management reserves the right to change, eliminate or reduce space assigned for use by any applicant or permit holder.

PLEASE CHECK FOLLOWING ITEMS APPLICABLE TO YOUR CONCESSION:

☐ Food

☐ Product

All products are subject to Fair approval.

Description: List all proposed menu items or products to be sold. List must include prices for each item, **none** will be added later. Please be precise when listing individual items to be sold as only the exact product(s) listed on the contract will be allowed. **If needed, you may attach a separate sheet.**

Specialty Item(s): _____

Other Item(s): _____

THE FOLLOWING ITEMS ARE SUBJECT TO APPROVAL/AVAILABILITY

Storage vehicle/trailer(s) to be kept on fairgrounds: Yes ☐ No ☐

If yes, please provide following information: How many? ____

Electricity: Yes ☐ No ☐ Water: Yes ☐ No ☐

Please Note: Storage vehicle/trailer(s) stickers must be purchased separately

Do you plan to camp on the Fairgrounds: Yes ☐ No ☐ If Yes, how many sites ____

Electricity: Yes ☐ No ☐ Water: Yes ☐ No ☐

Please Note: Availability of camping space, electric and/or water **is not** reserved or guaranteed, it is on a first come first serve basis

OUTSIDE LOCATION OTHER EXPENSES: Please See General Information

I agree to abide by the **General Information of the Michigan State Fair** should space be available and a contract offered by the Fair to the undersigned. I further understand that this is an application, **NOT** an Exhibit contract, and is neither a commitment by the applicant, nor an offer by the Michigan State Fair to rent space. By my signature on this application I hereby authorize the Fair to obtain information pertaining to my company from references listed. I certify that all information contained in this application to be true and accurate to the best of my knowledge.

Signature of Applicant _____

Printed Name _____ Title _____

IMPORTANT!

A photo of your stand/exhibit booth **must** accompany this application.

If not, a brochure or catalog with a detailed description should be included.

NO APPLICATION WILL BE CONSIDERED WITHOUT ALL OF THE ABOVE INFORMATION.

Failure to submit the application on or before **March 30th**
may result in no further consideration of space for the 2008 Michigan State Fair.

**Outdoor Vendors
Michigan State Fair
1120 W. State Fair Ave.
Detroit, MI 48203**

This form is a "Request for Space" and NOT a contract or an offer by The Fair.
All vendors must comply with all rules and regulations of the Michigan State Fair and the Department of Agriculture with regards to health and safety standards.

Thank You!

2008 Michigan State Fair

August 22nd - September 1st, 2008

General Information

1. Space Rental Applications or License Agreements **are not** carried over from one year to the next. Grounds, space alterations or other operational changes as determined exclusively by State Fair management may make it necessary to alter or eliminate previously available space from one year to the next. In such an instance, Fair management may offer either an alternative location or elect to not grant a new License Agreement. State Fair management reserves the right to change, eliminate or reduce the size of space assigned for use by a licensee from year to year, and when, in the management's discretion, the subject space is not put to best use. Space **will not** be reassigned after the Fair opens. State Fair management has the right to remove any vendor exhibiting items that are obscene or offensive in any way.
2. State Fair management determines contracted space assignments based on marketing and other management considerations. Space assignments **are not** determined or guaranteed by seniority or past assignments. The intent of management is to have a variety of products and services to insure a desirable blend of vendors. The objective is to increase the interest of paying customers. Fair management reserves the right to place new vendors into areas where we feel they will best fit in the overall layout, and be of benefit to the Fair.
3. The Michigan State Fair will review space rental applications and will be the sole judge in determining what is in the best interest of the Michigan State Fair and the public. Some factors considered will be **(a)** availability of space; **(b)** quality of products and/or services offered; **(c)** the existing number of vendors with similar or like products/services; **(d)** reputation of the business; **(e)** documented experience as a vendor in other Fairs, shows, or events; **(f)** planned trailer design, layout and/or appearance; **(g)** no outstanding monies owed to the Fair; and **(h)** past compliance with rules and regulations of the Fair and all agencies involved.
4. By signing the License Agreement(s) and Terms and Conditions the vendor agrees to abide by and be in compliance with all contractual agreements made between the Michigan State Fairgrounds, Corporate Sponsors, and the respective rights of those parties relative to exclusive sales and/or promotions. Specifically, if a sponsorship includes exclusive rights to sales or promotions of particular products on the Fairgrounds, the vendor will not sell or promote competitors' products. Therefore, no privilege or concession will be considered "exclusive" unless so stipulated in the License Agreement.
5. **New Vendors** applying for space for the Michigan State Fair must provide the following: **(a)** space rental application, one (1) per location; **(b)** picture or drawing of booth, exhibit, or trailer as it will appear at our Fairgrounds; **(c)** description and price list of your products or services and exactly what you intend to sell or solicit; **(d)** reference list of Fairs, festivals, trade shows, or events you have exhibited at in the past three years.
6. We will contact you if you are accepted. At that time, you will be required to provide a deposit for each space rented or depending on the time frame, the entire contract amount may be due.
7. Should a vendor find that he or she cannot participate in the Fair after the initial deposit has been paid, cancellation of contract and request for refund must be made in writing and submitted on or before **July 15th**. After **July 15th** there will be no refund of deposits or contract balances paid.
8. The Fair will accept personal or corporate checks with proper identification forty-five (45) days before the Fair begins. Payment or adjustments made after that must be a cashier's check, money order, or cash. Checks are payable to the **"STATE OF MICHIGAN"**. All mailings to the Fairgrounds are to be directed to the attention of **Pat Boyer**.
9. Food vendors must abide by the Michigan Department of Agriculture's regulations concerning temporary food concessions.

10. The appearance of your trailer will be subject to State Fair management approval upon move in. We expect your trailer or exhibit to be attractive and professional **at all times**. Management reserves the right to refuse space to vendors whose equipment has broken glass, dented sidings, faded paint, unprofessional signage, etc.
11. Vendors **may not** solicit or distribute handbills, coupons, and/or other advertising matter from any location other than the confines of his or her licensed premises. **No deviation** from the items that appear on the contract will be permitted. Selling of unauthorized items may result in the closing of your operation.
12. Golf carts will be subject to the approval of Fair management and **must be registered for a fee**. **Golf cart rules must be followed** or privileges will be revoked.
13. A clean up fee of an additional \$200.00 will be assessed to any vendor whose space **is not** left in the condition that it was originally occupied.
14. Animals of any kind except those involved in a demonstration or those used by disabled persons **are not** allowed. Please make other arrangements for your pets.
15. Any type of drawing or give-a-way **must** have prior approval from Fair management.
16. Fair management **strictly prohibits** the resale or subletting of contracted space.
17. The use of amplified sound is discouraged. If used, Fair management **must** approve P.A. or sound system devices. Vendors with approval will have their privilege revoked if the noise level becomes excessive.
18. The Michigan State Fair **is not** liable for loss or damage to any of your merchandise and equipment. If special security is required, you may provide your own with management approval.
19. **Smoking is prohibited** inside all building, trailers, tents, and barn areas.
20. The Fair may decide to hold a preview or other promotional event before the scheduled opening of the Fair. We will notify you of the exact dates and times for set up and any promotional events that may occur.

ADDITIONAL CHARGES THAT MAY APPLY TO YOUR OPERATION ARE AS FOLLOWS:

1. **Liability Insurance Coverage** - All vendors operating on the Fairgrounds **must** provide the Fair with a certificate of insurance prior to **July 15th**. The certificate **must** State the following **minimum limits**:
 - a. Worker's Compensation insurance as required by law, subject to a limit of liability not less than \$100,000 each incident.
 - b. General Liability and Contractual Liability Insurance to pay for Bodily Injury (BI) and Property Damage (PD) liabilities that may arise from your operations on the Fairgrounds, subject to limits not less than \$1,000,000 Bodily Injury and \$100,000 Property Damage or \$1,000,000 Combined Single Limit Coverage.
 - c. The **STATE OF MICHIGAN** must be listed as additional insured.
 - d. Automobile Insurance as required by law for claims arising from ownership, maintenance, or use of a motor vehicle.
 - e. Food Product Liability Insurance subject to limits not less than \$500,000 BI.
2. **Gate Admission and Parking Passes** - One (1) Combination Season Gate/Parking Pass included with each Space Rental. Additional passes **must** be purchased to gain access onto the Fairgrounds. Order Forms will be available in the final Vendor Packet. Passes are for **employees only** and will not be sold on an unlimited basis.
3. **Electrical Hook-up/Service** - Vendors who require electricity must pay extra for hook up. Electrical service must be obtained from the Fair's designated contractor.
4. **Food Permits** - Michigan Department of Agriculture (MDA)/Food & Dairy Division contact information will be supplied in final Vendor Packet.
5. **Storage Vehicles and Camping** - Information and forms regarding these additional fees will be supplied in your final Vendor Packet.
6. **Michigan Sales Tax** - Michigan Department of Treasury will be on the Fairgrounds.